



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor

COMMUNITY SERVICES BLOCK GRANT
Policy Memorandum 45

TO: Grantee Agency Executive Directors and CSBG Coordinators

FROM: Adrian Angel, CSBG Program Manager
Office of Community Assistance

DATE: January 21, 2025

SUBJECT: **2025 Updated Poverty Income Guidelines (Supersedes Policy Memorandum 36)**

This notice provides an update to the criterion of eligibility and poverty income guidelines. As required by statute, this revision reflects changes in the Consumer Price Index; it was accomplished using the same methodology used in previous years. **In addition, Per the Consolidated Appropriations Act, 2023 (P.L. 117-328) and section 673(2) of the CSBG Act, states may revise the poverty line not to exceed 125 percent of the official poverty line otherwise applicable under the CSBG Act by substituting "200 percent" for "125 percent" for CSBG and CARES funding during FY 2022 (October 1, 2021 — September 30, 2022) and FY 2023 (October 1, 2022 — September 30, 2023).The income eligibility criteria, for the State of Illinois, shall remain at the maximum level allowed by Federal rules.**

These poverty guidelines are effective as of January 17, 2025 and must be used as an eligibility criterion for your Community Services Block Grant program. These guidelines no longer include definitions of Family, Unrelated Individual, Household and Family Unit, but we will continue to use those definitions provided in previous years. The definition of countable income that is currently used by our program is included at the end of this memo. Income determination must take place with each new service since determination is based on the previous 30 days. The income guidelines in STARS have been updated to reflect the appropriate levels.

Criterion of Eligibility

The Community Services Block Grant Act states that “a criterion of eligibility” shall be the official poverty line established by the U.S. Department of Health and Human Services. For purpose of our Illinois Community Services Block Grant (CSBG) program, we interpreted “a criterion” to mean that the poverty line is one of several criteria of eligibility that may be established at the discretion of the state. Therefore, it is the policy of the Illinois Community Services Block Grant that client eligibility is limited to the following:

Clients served must be “low-income” which is at or below 200% of the poverty line as determined annually and published in the Federal Register by the U.S. Department of Health and Human Services. Current poverty guidelines can be found on the Federal Register Notice published January 17, 2024. Community Action Agencies (CAAs) may set more restrictive eligibility provisions at their discretion. Client income may be

determined by actual annual income, or a projection of income based on the prior 30 days (whichever is most beneficial to the client).

- Extreme emergency assistance may be provided to individuals and families who are victims of natural or manmade disasters. In these cases, CAA’s may utilize presumptive eligibility determinations based on substantial loss of income because of loss of work due to the disaster. Additionally, CAA’s are given the discretion to calculate income for selected clients net of extreme expenses as related to the mitigation of the disaster. This category is included to allow CAAs to quickly respond to sudden events which cause swift and temporary poverty. This category includes victims of fires, floods, tornadoes, and other disasters. Client files should clearly document the criteria which led to the use of the presumptive eligibility determination.
- Each CAA is given discretion to calculate income for selected clients net of extreme expenses in areas such as medical, housing, childcare and transportation and to make presumptive eligibility determinations for clients who have experienced a substantial loss of income through an employment or family related crisis beyond their control. These discretionary provisions fall under the same limitations in place for victims of natural or manmade disasters. Client files should clearly document the criteria which led to the use of the presumptive eligibility determination.

**2025 POVERTY INCOME GUIDELINES FOR ALL STATES
EXCEPT ALASKA AND HAWAII**

Family Size	100% of Poverty	100% 30 Day	200% of Poverty	200% 30 Day
1	\$15,650	\$1,304	\$31,300	\$2,608
2	\$21,150	\$1,763	\$42,300	\$3,525
3	\$26,650	\$2,221	\$53,300	\$4,442
4	\$32,150	\$2,679	\$64,300	\$5,358
5	\$37,650	\$3,138	\$75,300	\$6,275
6	\$43,150	\$3,596	\$86,300	\$7,192
7	\$48,650	\$4,054	\$97,300	\$8,108
8	\$54,150	\$4,513	\$108,300	\$9,025

For family units with more than 8 members, add \$5,500.00 for each additional member to arrive at yearly amounts for 100%. At 200% yearly amounts are increased by \$11,000.00 for each additional member.

Should you have questions regarding this correspondence, please contact your grants manager. Thank you.

Income: includes total annual cash receipts before taxes from all sources, with the exceptions noted below. Income includes money wages and salaries before any deductions; net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expenses); net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses); regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans' payments, public assistance (including Temporary Assistance for Needy Families, Supplemental Security Income, and non-Federally funded General Assistance or General Relief money payments), and alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government employee pensions (including military retirement pay) and regular insurance or annuity payments; dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Income does not include the following types of money received: CSBG scholarship funds, training stipends and other student financial aid; work related income received by minors that live within the household; any one-time supplemental disaster/pandemic relief payments; capital gains; any assets drawn down as withdrawals from a bank, the sale of property to include a house or car; tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are noncash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied nonfarm or farm housing, and such Federal noncash benefit programs as Medicare, Medicaid, food stamps, school lunches, and housing assistance.

Foster care stipends as income: Foster Care stipends can vary based on several factors to include the age of the child and if a foster parent is licensed or unlicensed. This financial assistance is to cover the child's food, clothing & personal care items. The CAA shall have the flexibility to treat these instances in a manner that best benefits the family. If it is in the best interest of the family to include the child, they must count the stipend as income. If it is in the best interest of the family not to include the child, then the stipend should not be counted as income. In instances that a child is the intended recipient of the service, and the family is unwilling to provide income documentation, a waiver may be requested by contacting the CSBG Program Manager and CSBG Assistant Program Manager.

Definitions

Family: A family is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter and her husband and two children, and the older couple's nephew all live in the same house or apartment; they would all be considered members of a single family.

Unrelated individual: An unrelated individual is a person (other than an inmate of an institution) who is not living with any relatives. An unrelated individual may be the only person living in a house or apartment or may be living in a house or apartment (or in group quarters such as a rooming house) in which one or more persons also live who are not related to the individual in question by birth, marriage, or adoption. Examples of unrelated individuals residing with others include a lodger, a foster child, a ward, or an employee.

Household: As defined by the Census Bureau for statistical purposes, a household consists of all the persons who occupy a housing unit (house or apartment), whether they are related to each other or not. If a family and an unrelated individual, or two unrelated individuals, are living in the same housing unit, they would constitute two family units (see next item), but only one household. Programs using "family" would apply the poverty guidelines separately to each family and/or unrelated individual within a household if the household includes more than one family and/or unrelated individual.

Family Unit: "Family unit" is not an official U.S. Census Bureau term, although it has been used in the poverty guidelines Federal Register notice since 1978. As used here, either an unrelated individual or a family (defined as above) constitutes a family unit. In other words, a family unit of size one is an unrelated individual, while a family unit of two/three/etc. is the same as a family of two/three/etc.